



LIBRARY ASSISTANT

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of clerical library work in support of activities such as circulation, technical services and patron assistance.

Supervision Received and Exercised:

Receives general supervision from higher level library staff or from other supervisory or management staff.

May oversee duties of temporary employees (Library Pages).

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Receive and verify cash payments from the public for library fines, fees, miscellaneous service charges, and sale of bus passes and token. Verify negotiability of checks; ring receipts on cash register and process credit card transactions.
- Prepare daily cash summary, balance monies received, reconcile deposit to register; balance cash drawer.
- Check out books and other library materials; receive, process and shelve returned materials; receive and receipt overdue fines; count and record cash; alphabetize and sort circulation cards.
- Handle complex customer service problems such as resolving fee disputes and collection agency referrals.
- Determine patron eligibility and verify patron information for library cards; enter information into a computer database; issue library cards.

Effective November 1988

Reviewed October 1995

Revised September 2001 (Title Change, duty review, range adjustment)

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- Handle sale of bus passes; issue special discount identification cards for senior and disabled bus riders.
- Process current library materials; evaluate and maintain orderliness of shelved materials; pull and route materials in need of mending, binding, repairing or discarding; mend and clean books as required.
- Prepare print and non-print materials for introduction into the library collection including applying labels, processing bar code labels, applying property stamps; count incoming shelf lists and file according to established procedures. Cancel orders on the acquisitions systems.
- Prepare records for library materials including searching for or creating records in a computer database; delete records for discarded materials; reclassify materials as needed.
- Search and retrieve bibliographic records for export into the Library's local system, as well as utilize the OCLC inter-library loan program.
- Perform general clerical work such as maintain files and records.
- Perform data entry into OCLC online system requiring advanced computer skills.
- Provide general assistance to library patrons.
- Maintain community bulletin boards.
- Staff self-service check-out area and provide instruction to library customers on the use of self-service check-out stations.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certifications preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

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One year of experience as a library page is desirable. Experience in automated library systems desirable. Cash handling experience desirable. Must have experience involving frequent public contact in a service or sales capacity.

Six months to one year experience working with computers.

Training:

Equivalent to completion of the twelfth grade.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1281

FLSA: Non-Exempt